

HERTSWOOD ACADEMY

Charging and Remissions Policy

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Governors' Committee	Resources
Date of last review	07.03.16
Date of ratification by Governors	13.06.16
Date of next review	Autumn 2018
Notes	
This is a statutory policy	

Status

Statutory

Purpose

We believe that all our students should have an equal opportunity to benefit from school activities and visits (curricular and extra curricular) independent of their parents' financial means. This charging and remissions policy describes how we will do our best to ensure a good range of visits and activities is offered and, at the same time, try to minimise the financial barriers which may prevent some students taking full advantage of the opportunities. The school will ensure that parents are made aware of alternative sources of funding to support their children's participation in enrichment activities; e.g. Pupil Premium funding.

What was consulted?

The policy has been informed by DfE and local authority guidance on charging for school activities.

Relationship to other school policies

The policy complements the Academy's Equality Policy and Teaching and Learning policy.

Equality impact

This policy will ensure that charges and remissions are applied consistently and fairly, and that they enable all students to access provision regardless of their families' financial circumstances.

Roles and responsibilities of headteacher, other staff, governors

The headteacher, staff and governors will ensure that the following applies and that the information is made available upon request:

During the Academy day

- All activities that are a necessary part of the National Curriculum plus religious education will be provided free of charge. This includes any materials, equipment and transport to take pupils between the school and the activity. It excludes charges made for teaching an individual student or groups of students to sing or play a musical instrument. Unless the teaching is an essential part of either the National Curriculum or a public examination syllabus being followed by the student, a charge will be made

Activities that are provided free of charge

- examination re-sit(s)* if the student is being prepared for the re-sit(s) at the academy
- education provided on any trip that takes place during school hours
- education provided on any trip that takes place outside school hours if it is part of the National Curriculum, or part of a syllabus for a prescribed public examination that the student is being prepared for at the school, or part of the school's basic curriculum for religious education
- transport provided in connection with an educational trip



There will be no charge for any activity that is an essential part of the syllabus for an approved examination unless:

- The examination is on the set list, but the student was not prepared for it at the academy
- The examination is not on the set list but we arrange for the student to take it
- A student fails without good reason to complete the requirements of any public examination where the Governing body or the LA originally paid or agreed to pay the entry fee

Voluntary contributions may be sought for activities during the school day which entail additional costs. In these circumstances no student will be prevented from participating because his/her parents cannot or will not make a contribution

From time to time we may invite a non-academy based organisation to arrange an activity during the academy day. Such organisations may wish to charge parents, who may, if they wish, ask the Headteacher to agree to their child being absent for that period

2. Activities for which charges may be made

a) Activities outside school hours

Non-residential activities which take place outside school hours, but only if the majority of the time spent on that activity takes place outside school hours (time spent on travel counts in this calculation if the travel itself occurs during school hours).

b) Residential activities

Board and lodging costs (but only those costs) of residential trips deemed to take place during school time. However, students whose parents are in receipt of Income Support, Family Credit, Disability Working Allowance, Income-based Jobseekers Allowance or similar benefit may not be charged for board and lodging costs.

Other charges will be made to cover costs when the number of school sessions missed by the students totals half or more of the number of half-days taken up by the activity. In such cases parents will be told how the charges were calculated when any trip is arranged parents will be notified of the policy for allocating places.

c) Academy mini-bus

Only the academy's students, staff or parents may travel at a charge in the school mini-bus. Charges can only be levied if the academy has a permit issued by the LA under Section 19 of the Transport Act 1985. No permit is required if no charge is made to the user. Charges made for travel will cover only actual costs incurred, including depreciation; the service should not make a profit.

Activities which can be charged for (with the exception of board and lodging for residential trips) are regarded as "optional extras". Charges will not exceed the actual cost (per student) of provision

Calculating charges

When charges are made for any activity, whether during or outside of the school day, they will be based on the actual costs incurred, divided by the total number of students participating. There will be no levy on those who can pay to support those who can't. Support for such cases of hardship will come through voluntary



contributions and fundraising. As much notice as possible will be given to parents of the activity and the charge.

d) Printer Credits

The academy will provide all students with £5.00 worth of printer credits at the start of the Academic Year. This equates to 1666 black and white print outs. Students taking Photography and Art qualifications will be given an additional £5.00 each to recognise the additional printing these courses require. If a student exceeds the free print limit they will be expected to purchase additional print credits on Parentpay, the minimum purchase being £2.00.

The charge for printing is based on the actual charge levied to the Academy by the company responsible for providing our managed print solution. This charge covers the print cost only, no charge is added for paper costs.

Best value will be sought in planning activities that incur costs to the academy and/or charges to parents.

Activity or product which will or may be charged for	Notes	Remitted or help available
Charges will/may be made for any materials, books, instruments, or equipment, where a parent wishes their child to own them	For example, a clay model – a charge to cover the cost of the clay.	
Charges will/may be made for music tuition	The cost, or a proportion of the costs, for teaching staff employed to provide tuition in playing a musical instrument or singing, where the tuition is an optional extra for an individual student or groups of up to four students	
Charges will be made for the board and lodging component of residential trips	The charge will not exceed the actual cost	Remission for category A (see below)
Charge will be made for additional print credits once the initial free print limit set by the Academy has been reached	The charge does not exceed the cost incurred from the managed print solution company.	Sixth Form Students may submit a claim against 16-19 Bursary funding. Claims will be assessed against the individual student's circumstances.

3. Families qualifying for remission or help with charges

In order to remove financial barriers from disadvantaged students, the governing body has agreed that some activities and visits where charges can legally be made will be offered at no charge or a reduced charge to parents in particular circumstances. This remissions policy sets out the circumstances in which charges will be waived. If remission or help is available in relation to a particular charge it is indicated in the right hand column of the table above. Criteria for qualification for remission are given below.

Category A

- Parents of students in receipt of free school meals
- Additional categories of parents may claim help with some costs in some circumstances

Category B

Trips that take place wholly or mainly with school time, eg a trip to Thorpe Park during Activities Week in the Summer Term will be treated as part of the curriculum. As such these visits will have the same rules applied as for curriculum activities above.

4. Damage to property

A charge will be made to parents/carers to cover the cost of lost school property, eg textbooks, or for any wilful damage caused by students to the school property.

5. Voluntary Contributions

The school may ask parents for voluntary contributions towards the cost of:

- Any activity which takes place during school hours, including non-curriculum activities
- School equipment

6. Additional considerations

The governing body recognises its responsibility to ensure that the offer of activities and educational visits does not place an unnecessary burden on family finances. To this end we will try to adhere to the following guidelines:

- where possible we shall publish a list of visits (and their approximate cost) at the beginning of the school year so that parents can plan ahead
- we have established a system for parents to pay in instalments
- when an opportunity for a trip arises at short notice it will be possible to arrange to pay by instalments beyond the date of the trip
- we acknowledge that offering opportunities on a “first pay, first served” basis discriminates against students from families on lower incomes and we will avoid that method of selection. The academy will endeavour to give students in receipt of Pupil Premium funding equal opportunities.

Arrangements for monitoring and evaluation

The Resources Committee of the Governing Body will monitor the impact of this Policy by receiving on a termly basis a financial report on those activities that resulted in charges being levied, the subsidies awarded (without giving names) and the source of those subsidies.